

SYLLABUS OF WRITTEN TEST FOR THE POST OF PERSONAL ASSISTANT

Written Test (In English only except for Hindi language part)

English (Matriculation Level) : **25%**

English Language like Error recognition. Fill in the blanks (using verbs, prepositions, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words; Comprehension of passages and letter writing.

Hindi (Matriculation Level) : **25%**

हिंदी भाषा जैसे त्रुटि पहचान, रिक्त स्थान भरना (क्रिया, पूर्वसर्ग, लेख आदि का उपयोग करके), एक शब्द प्रतिस्थापन, वाक्यों का सुधार, शब्दावली, वर्तनी, व्याकरण, वाक्य संरचना, पर्यायवाची और विलोम शब्द, वाक्य पूर्णता, वाक्यांश और मुहावरेदार उपयोग शब्द; अनुच्छेदों और पत्र लेखन की समझ।

Computer Fundamentals : **25%**

Computer Hardware, Computer Software, Operating System, Networking, Keyboard Shortcuts, Internet, Memory, MS Office - MS Word, MS Power Point, MS Excel.

Office Procedures & Rules : **10%**

Types of leaves & Rules, CCS (LTC) Rules, CS (Medical Attendance) Rules, Filing System, Income Tax Rules, GFR, Procurement of Goods & Services, Pay/DA/HRA, CCS Conduct Rules, CCS (Pension) Rules/National Pension System, Office Procedures & RTI Act, Secretarial Practice.

Analytical Ability (Matriculation Level) : **15%**

Data Interpretation, Number Series, Letter and Symbol Series, Analytical Reasoning, Verbal Classification, Analogies, Verbal Reasoning, Non-Verbal Reasoning, Logical Reasoning.

DOMAIN SKILL TEST FOR THE POST OF PERSONAL ASSISTANT

The candidate should be able to demonstrate proficiency in :

1. Computer based Typing test for 10 minutes in English at the speed of 40 w.p.m. (8% errors / mistakes only are allowed for qualifying).

OR

2. Typing test for 10 minutes in Hindi at the speed of 30 w.p.m.(8% errors / mistakes only are allowed for qualifying).

3. One dictation in English for 10 minutes at the speed of 100 w.p.m. (short hand test) followed by 40 minutes for transcription. (8% errors / mistakes only are allowed for qualifying).

OR

One dictation in Hindi for 10 minutes at the speed of 100 w.p.m. followed by 55 minutes for transcription. (8% errors / mistakes only are allowed for qualifying).

Dean (A & F)